

## Global Alliance for Improved Nutrition

<b>Job Title:</b>	Associate, Supply Chains for Nutritious Foods
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<b>Classification:</b>	Associate	<b>Direct Reports:</b>	0
<b>Work Location</b>	Nairobi or Washington DC	<b>Travel Required:</b>	~10%

GAIN’s purpose is to advance nutrition outcomes by improving the consumption of nutritious and safe food for all people, especially those most vulnerable to malnutrition. In particular, we aim to improve the consumption of safe and nutritious foods for—at a minimum—1 billion people over the next five years and target major improvements to food systems, resulting in more diverse and healthier diets for vulnerable people in countries where we work

We began 15 years ago with a belief that fortifying staple foods such as flour, oil and salt could help tackle poor nutrition, and since then we have worked with many partners to make fortified staple foods available to more than 1 billion people. GAIN has achieved much progress toward that goal. Now, it is increasingly clear that food systems, which shape the demand, availability, affordability, convenience and desirability of foods, actually contribute to the poor diets that result in poor nutrition and have become the number-one risk factor for ill health.

Description
<p>Overall Purpose:</p> <p>The Associate will work closely with GAIN’s Supply Chains for Nutritious Foods staff to support the building, scoping and delivery of SCNF’s Global Program and to ensure that all project activities are delivered according to the set targets and implementation timeframe.</p>
<p><b>Support the role of innovation in improving nutrition</b></p> <ul style="list-style-type: none"> <li>Continuously screen for communication of new technological innovations along the value chain with the potential to improve nutrition outcomes</li> <li>Manage and execute project communication, including ‘in-reach’ and ‘outreach’. Identify opportunities and events for sharing information and findings. Organize and support the organization of events (workshops, roundtables, summits, etc.) to foster awareness of emerging solutions effect supply chains for nutrition outcomes.</li> <li>Target potential new partners and stakeholders to engage with around innovation for nutrition, especially outside the “nutrition community”</li> <li>Participate in mapping resource mobilization opportunities for continued engagement around supply chain innovations for nutrition outcomes as well as opportunities for implementation of the surfaced innovations</li> </ul>
<p><b>Management of Technical Assistance Offerings</b></p> <ul style="list-style-type: none"> <li>Manage the library of Technical Assistance (TA) curricula, presentations, and trainings materials.</li> <li>Oversee the development of TA materials, based on GAIN’s best practices and the needs of the SCNF cluster. Liaise with projects and teams across GAIN to ensure that offerings are fit for purpose and that all GAIN staff are aware of the support available to them.</li> <li>Manage and continuously improve SCNF’s project offerings, by keeping up-to-date project descriptions, handbooks, communications materials.</li> </ul>

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- Find and engage with service providers on a global scale to deliver GAIN's Technical Assistance offerings.
- Manage a roster of service providers and partners.

### Toolkits and Best Practices

- Manage and maintain the library of SCNF's best practices, methodologies, and ways of working
- Provide access to PST and Country office staff of the way of working.
- Oversee SCNF's contribution to the GAIN website.

### Communications

- Manage and maintain the library of SCNF's communication materials.
- Oversee the development and monitor the implementation cluster, programme, and project communications plans. Provide tools and best practices where helpful.
- Oversee SCNF's contribution to the GAIN website.

### Grants and Contracts

- Support procurement and contracting process and management. Clearly articulate deliverables, deadlines, and work to be performed in line with GAIN's contracting procedures.
- Assist country teams and SCNF staff to adhere to GAIN and donor requirements and to manage and deliver on workplans.
- Continuous Improvement
- Oversee SCNF's quality management and continuous improvement processes

### Project Support to Supply Chains for Nutritious Foods (Supply Chains for Nutritious Foods)

- Support with data collection/literature reviews to support projects under the SCNF portfolio
- Perform research and gather data that contributes to the development of new initiatives.
- Assist in the preparation and finalization of donor reports.
- Continually generate and update resource mobilization materials to promote project activities.
- Support projects in drafting and finalizing project communication materials
- Write and edit blog pieces, success stories, and/or public reports as needed
- Work with GAIN Communications Team to regularly update GAIN Supply Chains for Nutritious Foods web page
- Design and update SCNF communications materials (ex. One pagers, brochures, infographics, presentations, etc.)

### Fundraising

- Support in proposal writing

### Internal and Donor Relations

- Manage internal reporting by drafting and compiling information and draft presentations on project and financial highlights for board meetings and other management reviews. Assist with preparation of external presentations for donor meetings and external events.

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- Manage donor reporting and annual work planning process. Review, edit and gather additional information as needed for work plans and reports prepared by country teams and write the reports for global projects. Integrate financial reports and prepare summary presentations for presentation to donors. Manage review of reports by Donor Relations team and Director, Food Supply Chain or designate.
- Represent GAIN at meetings and events as assigned.
- Produce and control the quality of donor deliverables

### Key Organizational Relationships

- Reports to Director, Supply Chains for Nutritious Foods
- Regular interaction with GAIN's Supply Chain team, Programme Services Team, and Country Teams
- Regular engagement with GAIN's partners and external stakeholders

### Job Requirements

#### Skills and Attributes:

- Excellent writing and editing skills.
- Excellent interpersonal skills with a "can do" attitude
- Curious with an ability to act outside his/her comfort zone
- Ability to work with people from various sectors; private, public, civil society, and research, and be a partnership builder by understand common grounds
- Highly organized with keen attention to detail.
- Talented in PowerPoint and other publication tools to create communication materials
- Proven ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.
- Clear and systematic thinking that demonstrates good judgment, problem solving, and creativity.
- Strong communication skills in multicultural, multi-lingual environments, written and verbal.
- Strong analytical abilities and a passion for learning.
- Flexible, goal oriented and willingness to occasionally take early calls or travel to challenging environments.
- IT literate with strong abilities in MS programs
- Ability to work legally in the country of application

#### Experience:

- Understanding and experience with international development, particularly food systems, agriculture, nutrition and other similar topics.
- Experience in supply chains, production management, total quality management.
- Experience in business management, process management, organizational development, total quality management
- Experience in a developing country contexts

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Education:

- Master's degree preferred. At a minimum, Bachelor degree with significant, progressive experience.

Other Requirements

- Excellent communication skills (oral and written) in English.
- Knowledge of French, Swahili, Portuguese or another language is considered an important asset.

May 30, 2019